PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

TO: Harold Burnley

DATE: December 6, 1991

FROM: Denise F. Keane

SUBJECT: Draft Agenda for IAQ Meeting

Further to our conversation, this is to confirm that I have checked everyone's availability, and it appears that January 3, 1992 is convenient for all. As I indicated, in addition to myself and Leo Dreyer, Bob Pages and Mayada Logue will be attending. You had indicated that you would invite, in all likelihood, Bill Apple and Chuck Hayward. If convenient, I would propose that the meeting start at 10:30 A.M. Perhaps you can suggest an appropriate meeting room.

The points I would hope to address are as follows:

AGENDA ITEM #1

To review the following topics previously discussed at the IAQ meetings that were held in Richmond:

- ongoing contacts with the organizations and companies identified;
- identification of any additional firms connected with the IAQ issue.

AGENDA ITEM #2

To review and critique the presentations made on the cold air ventilation and distribution technology; and to discuss future considerations relevant thereto.

AGENDA ITEM #3

To discuss the possibility of utilizing existing contacts to supply comments to OSHA concerning F.A.C.T. technology; and to review issues concerning future plans for the F.A.C.T. technology.

AGENDA ITEM #4

To review any relevant information that we might have on indoor air testing/ monitoring conducted at the PM USA manufacturing/R&D facilities.

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I thought it better to leave the agenda somewhat general. Please let me know if you have any questions on the specific items to be covered or, if you can think of any other issues that might be added.

DFK:sl

cc: L. Dreyer
M. Logue
R. Pages
S. Parrish

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